King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 **Intake, Transfer and Release**	
5.07.002, Sentence Computation and Tracking	Approved By:	Director John Diaz
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	Reviewed By:	PRC
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Purpose
To establish guidelines for sentence computation and tracking.

Policy
It is the policy of the department to house inmates only during the duration of their sentence and promptly release them upon the completion of their sentence. and to

Definitions
Concurrent: At the same time; will run simultaneously.
Consecutive: Following continuously or in sequence.
Good time credit: A reduction in sentence automatically credited to sentenced inmates who adhere to the department's rules and regulations or by law are eligible to earn early release credit.
Credit for time served: Time previously served on a warrant or a cause number. This may apply to the current booking only based on court paperwork.
Cause Number: A number assigned to each criminal case within Washington State. .
Expiration Date: The date scheduled for the inmate to be released on a specific charge.
Judgment and Sentence: A court order dictating findings and sentence length that is signed by the judge.
Jail Management System (JMS): A comprehensive digital system that is used to assist staff with managing all aspects of the facilities.

A. General Guidelines
1. All Judgment and Sentence orders shall be signed and dated by the sentencing judge in order to be valid.
2. All written notations shall be done in red ink.
3. All written notations shall be printed.
4. All notations shall include the officer's initials and serial number.
5. All "walk-in" commitments of:
   a. Three (3) days shall serve seventy-two (72) hours.
   b. Two (2) days shall serve forty-eight (48) hours.
   c. One (1) day shall serve twenty-four (24) hours.
6. Concurrent sentences shall be served at the same time as any other sentenced charge.
7. Consecutive sentences shall begin to be served at the end of the latest future expiration date of all other sentenced cause numbers.

8. Fines that are converted into sentenced time shall be done pursuant to, and in accordance with a court order. Fine conversions shall be consecutive to any other sentenced cause numbers. Converted fines are not eligible for good time.
9. A revoked portion of a suspended sentence shall be given no credit for time served from previous bookings, unless a maximum sentence is ordered.
10. On cause numbers where the inmate was released as "sentence expired", the inmate shall not be given credit for time served on those specific cause numbers in the future, unless directed by the sentencing judge or if the maximum sentence has been completed.
11. Probation violations receive no credit for time served from previous bookings and are consecutive to all other court cause numbers. The sentencing judge may specify that the court cause numbers be run concurrently.
12. Jail commitments requiring a combination of secure detention and Electronic Home Detention (EHD) shall have the following conditions:
    a. Jail Time and Electronic Home Detention (EHD) shall be booked as two consecutive sentences.
        1) The first sentence will be the jail portion of the sentence which will be marked complete when that portion of the sentence has expired.
        2) The second sentence will be the EHD sentence which will start the day after the jail portion of the sentence expires.
    b. The Commitment Office shall track "in-jail" and Electronic Home Detention (EHD) time. A case note shall be entered stating the date inmate is eligible for EHD.
    c. Good time shall be monitored and administered for both parts of the sentence.
    d. Community corrections staff should receive copies of all commitments requiring any portion of the sentence to be served on EHD.
    e. Community corrections staff shall notify the commitment office when an inmate cannot qualify for EHD.
13. Processed felony and misdemeanor commitments shall be maintained in separate files in the commitment office

B. Procedure

1. The **commitment officer** shall:
    a. Obtain the court commitments from, but not limited to:
        1) The Superior Court Clerk.
        2) The District Court Clerk.
        3) The King County Prosecuting Attorney.
        4) Any Municipal Court Clerk.
        5) Court Detail.
    b. Read the entire document and determine the intent of the document.
    c. Calculate the tentative expiration date by:
        1) Enter the sentencing information into the sentencing tab of the associated case and/or count in JMS.
        2) Special or unusual circumstances shall be entered into JMS as a case note in the associated JMS case record.
    d. Write the tentative release date on the front page in the upper right-hand corner of the commitment.
    e. Initial at the top of the commitment. Include serial number.

f. File commitment by tentative expiration date in the future files.
g. Modify tentative expiration date by:
    1) Obtaining the commitment from the future files.
    2) Recalculate the tentative expiration date on the commitment form by entering a sentencing adjustment in the associated case and/or count in JMS.
        a) Line out and initial changes to the front of the form.
        b) Write in the new expiration date.
    3) File the commitment based upon the new expiration date into the future files.
h. Pull all the commitments in advance that will expire for the release officers.
i. Forward the expiring commitments to the release counter.